Arkansas Department of Finance & Administration

Office of Budget

Agency Instructions for the preparation of

Capital Projects Requests

For presentation to the

Arkansas General Assembly

Last updated June 1st, 2006

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I.   Introduction

The DFA Office of Budget coordinates with state boards, commissions, constitutional officers and agencies to provide a convenient method for requesting appropriation for Capital Projects.   This includes requests from the General Improvement Fund.

This biennium, the office has implemented improvements to the data collection website to make the process more convenient and secure.   The enhancements to the site include:

A) <u>New and Improved User Interface</u> – The ability to quickly tab between screens in order to refer to previous responses and to renew project requests from a previous biennium. Project requests are available for renewal beginning with the 85th Session (2005-2007).
B) <u>Improved Security</u> – Agencies are required to change their password during the first login to the system. Only Systems Administrators from the DFA – Office of Budget have access to retrieve or reset password information upon agency request.
C) <u>User Assistance </u> – Throughout the site, buttons are provided to answer Frequently Asked Questions (FAQ). These are denoted by the ❓ button.
D) <u>Improved Data Integrity </u> – The project interface denies or allows entries into required fields based on previous responses to make data entry more convenient. Fields not required appear in **gray** and do not allow data to be entered. Fields in **blue** are calculated totals and also do not allow data entry.
E) <u>Reporting</u> – The website allows you to download your project request reports as they appear in the Capital Projects Manual in Adobe PDF format.
F) <u>Agency Feedback </u> – Lastly, agencies are asked to fill out a short survey to provide feedback for future modifications to the system.

If you experience any difficulties while using our new system, please contact your Budget Analyst at (501) 682-1941.

For technical issues, please contact Brandon Sharp at (501) 682-5334, or send an email to brandon.sharp@dfa.state.ar.us.
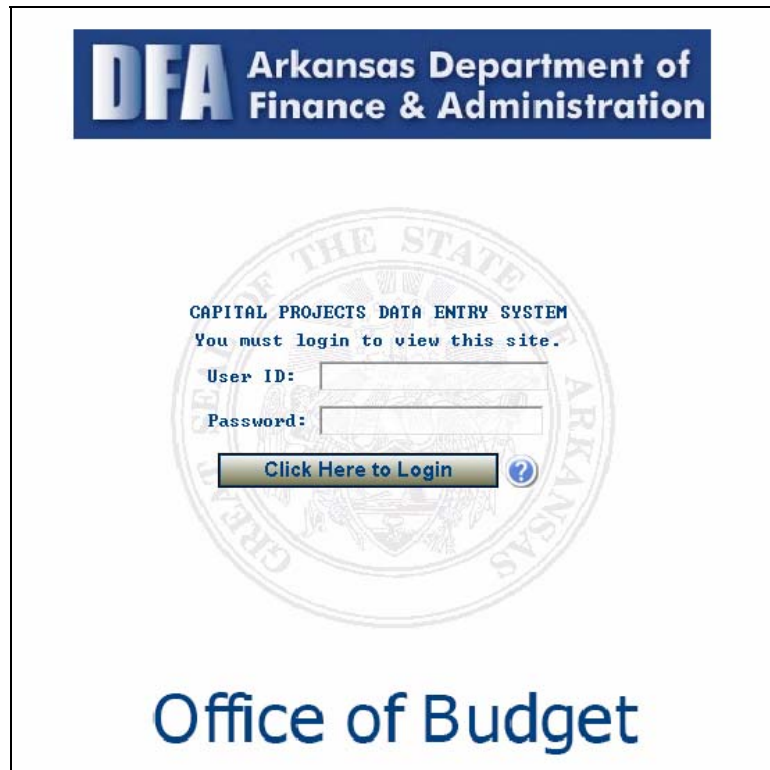
For username or password retrieval, please email Sandy Thomas at sandy.thomas@dfa.state.ar.us.

II. Logging into the system for the first time

To begin, please visit the following hyperlink below:

http://staging.dfa.state.ar.us/capitalprojects/

You should see the following page:
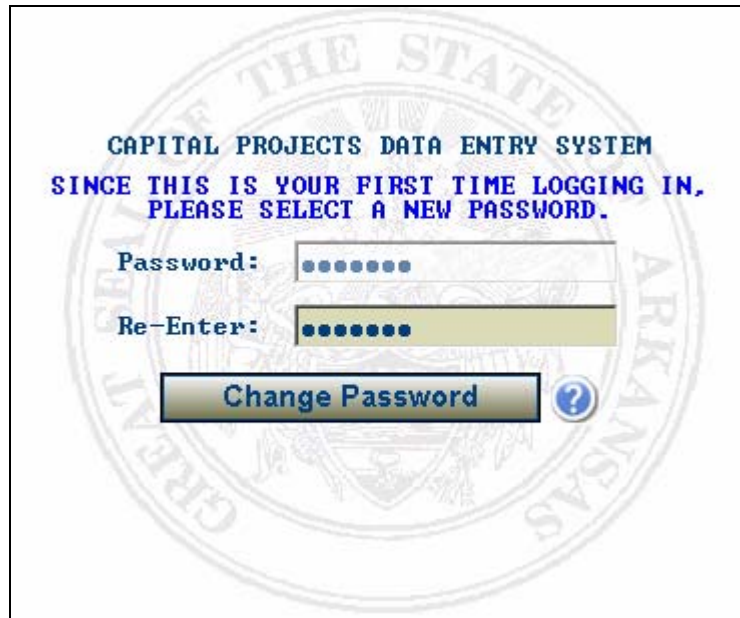
The first time you login, your username will be _____. Your password will be _____ (These entries will be provided by your analyst).

Once you have logged in successfully for the first time, the system will ask you to change your password. Once you have changed your agency's password, this will be your password until the next biennium, unless you request the Systems Administrators of the DFA – Office of Budget to retrieve it or reset it.

Once your reach the "Change Password" screen, enter the new password into both boxes, making sure the entry is the same (case sensitive). You must change the password to something different than the original provided by your analyst.
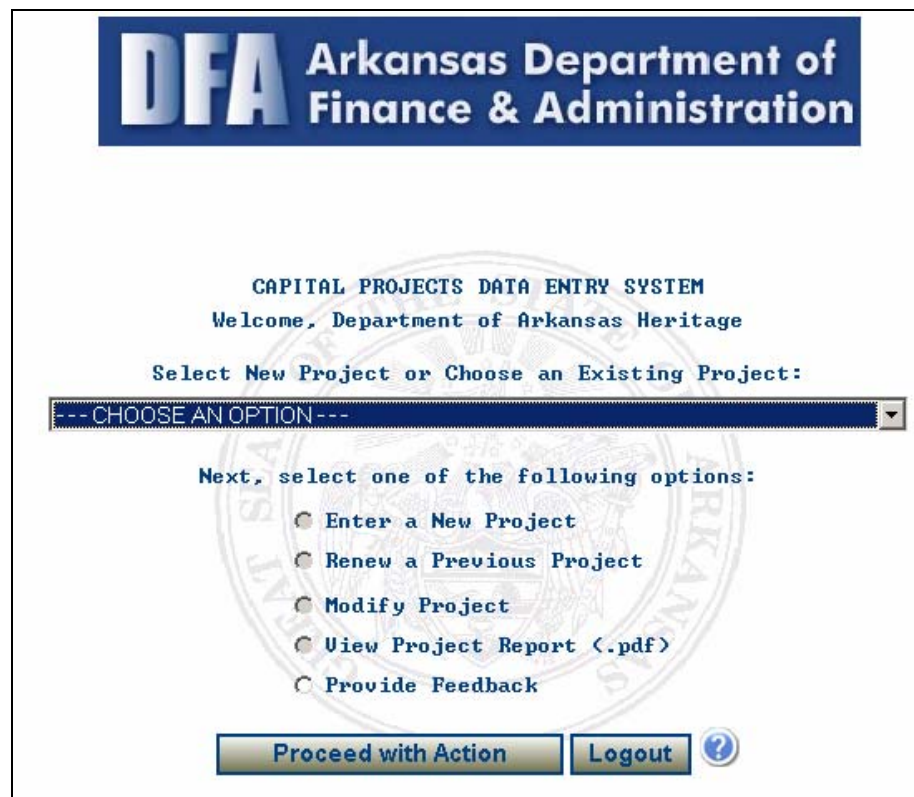
Once you have successfully entered your new password, you will be taken to the agency project administration page (see next section).

III.   Agency Project Administration

This page provides a convenient menu for all agency-related tasks. Based on options selected from the pull-down menu, selections will become available to the user. The first option is "SELECT THIS OBJECT TO ENTER A NEW OR RENEW A PREVIOUS PROJECT REQUEST". Once you have selected this option, you will be able to perform either of those actions, as seen below:

Examples used in this document are not actual projects – they are used for demonstrative purposes only.

The following sections will describe each action in detail.
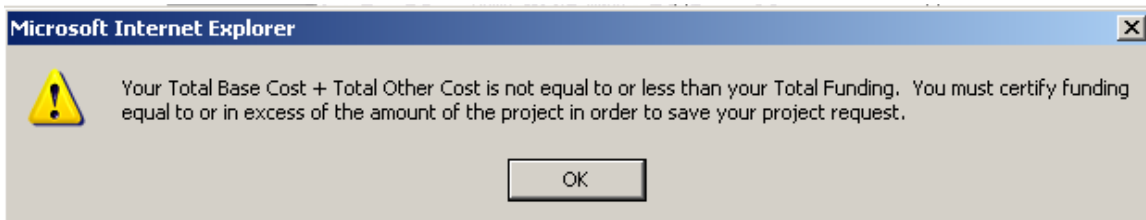

IV. Enter a New Project

Selecting this option will allow us to enter a new project. The screenshot below illustrates the new and improved graphical user interface:

The screen may appear differently in your browser, depending on the resolution settings on your computer. The form, however, is the same for all browsers. Users will proceed to enter data on the various screens by clicking the box at the top of each corresponding section.

There are two important things to remember here:

A) Save as often as you like* – You are not required to complete a request at one time. Often, you may find you require additional information during this process; just click the "Save Changes" button at the bottom to save your work. You may continue at any time by selecting the project from your dropdown list and selecting "Modify Project".

   *NOTE: You must at least select a Project Title in order to save your work. Also, if amounts are entered on the Costs tab, you must enter an equal amount on the Method of Finance tab. Failure to enter matching Sources of Funding for any costs entered will result in the following error:

Microsoft Internet Explorer

⚠ Your Total Base Cost + Total Other Cost is not equal to or less than your Total Funding. You must certify funding equal to or in excess of the amount of the project in order to save your project request.

[OK]

B) Refer to help buttons – Help buttons have been provided in areas with FAQs. Refer to these buttons where available when you have questions.

On the "Costs" tab, you are only allowed to fill in boxes that are in white; boxes that are **"grayed out"** are not allowable, based on selections made on the Overview and Planning screens. Additionally, boxes in **"blue"** are total boxes, and are calculated automatically based on other responses. Therefore, you are not allowed to enter information into these boxes.

Final Notes
1) General Improvement Funds are considered State Funding.
2) Total boxes are updated once you click away from the box you are in.
3) If an item is in white or brown, you are expected to either enter this information or leave the response blank.

The following pages will now address each individual screen to provide you with a guide for entering data into the report.

<u>Overview</u>

Project Type – Select the type of construction to be performed. New Construction and Addition/Renovations differ from the others in that these methods cause new or increased asset values that must later be itemized in terms of cost per square foot.

Project History – Select the most recent biennium that the project was previously requested (if not a new project), and whether it was supported by the Governor or the General Assembly.

Priority – Each project should be ranked (1 = Highest Priority). Project ranking should reflect the order of importance to accomplish the agency's mission.

Purpose – Indicate whether this is a new program, or a change to an existing program.

New Construction Review Statement – This statement directs the agency to examine all possible options before affirming that new construction is the most appropriate and cost effective method to meet the agency's needs. **This field is required for New Construction projects**.

Estimated Projection Initiation/Completion Dates – Enter the dates you plan to start and finish the projects. The start date for new construction projects should be on or after July 1, 2007.

Planning

Estimated Useful Life – Enter the estimated life of facilities and equipment in years.

Public Use – Tell whether this project will be used by other State or public entities. If not, explain how it will be used.

Income – Enter the amount of income this project will generate in its first year. This value should be numeric (ex. Do not enter 250/mo, 250 per yr, 250k, etc.).

Plans – Explain if plans have already been prepared, by whom, and the date they were prepared.

Support Requirements – Describe ownership of property, site access and intangibles related to the operation of the capital project.

ABA Review – Explain how this project relates to the agency's long range capital plan with Arkansas Building Authority (formerly State Building Services).

Description

Overview	Planning	Description	Costs	Method of Finance

Describe the project requested in previous sections, including gross and assignable square feet where applicable. Indicate the agency programs to be served and the proportion of space which will be allocated to various functional uses/activities. Cite the standards used to develop space needs. Explain why the project is necessary and indicate the alternatives (such as leased space) which were considered and why this alternative is most desirable.

Discuss the consequences of not carrying out this project during the 2007-2009 biennium. If the request represents a series of similar repair or maintenance projects, please provide a list which indicates each facility to be repaired and the nature and cost of each repair project. Similarly, if the request represents a series of major equipment purchases, list the facility to receive the equipment, the nature of the equipment and the cost. Also indicate whether the equipment is replacement for existing equipment and age of equipment to be replaced or whether the equipment is initial acquisition.

Complete the renovation of 1913 historic building (approximately 24,000 sq.ft.) to house the Mosaic Templars Cultural Center, the newest museum of the Department of Arkansas Heritage; and design, build, and install exhibits for the museum.

The first floor (approximately 7,000 sq.ft.) will house all of the exhibits and the museum store for the Cultural Center.

The second floor (approximately 7,000 sq.ft.) will house all staff offices, work space,

Save Your Changes   **Return to Main Menu**

Project Description – Describe your project in detail. If you have already prepared a project description, you may copy and paste it into the text box. Just be sure to double-check formatting after you have pasted, because this field will only allow text entries. Your description should be only long enough to completely describe the project. Due to the volume of Capital Project requests received each year, concise descriptions are preferred.

Costs


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┌──────────────┬──────────────┬──────────────┬──────────────┬──────────────────┐
│   Overview   │   Planning   │  Description │    Costs     │ Method of Finance│
└──────────────┴──────────────┴──────────────┴──────────────┴──────────────────┘
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┌─New Building Construction Costs─┐   ┌Itemized Costs┐ ┌Other Costs────────┐
│   │   │   │ │Advertising*   │
│ [   ] sq. ft. @ $[   ] estimated cost/sq. ft. │(Avg. = $1,000): │
│ (ABA can advise based on "Means Cost Estimating Guides")   │   [$0] │
├─Renovated Building Construction Costs─┐   │Land & Right of Way:│
│ [24,000] sq. ft. @ $[$31.00] estimated cost/sq. ft. │   │   [$0] │
│   │   [$744,000]   │Site Surveys, Soil │
│ Built-in Equipment.................................... │   [$0]   │Boring and Testing*│
├─Architectural or Engineering Fees─┐   │(+/- $5,000 Each): │
│ <[10]   % of Construction Costs> ABA Fee Schedule. │   [$75,000]   │   [$0] │
│ Average is 6.5%-10%.   │   │Site Improvements: │
├─Contingencies─────────────────────┐   │   [$0] │
│ <[10]   % of Item Construction Costs>   │   [$75,000]   │Other*:   │
│ Will Average 2.5% on High Budget Project to 10% on   │   │   [$0] │
│ Low Budget Projects. Average is 5%.│   │If other, specify: │
│   │   │ [   ] │
│ Moveable Equipment, Furnishings, & Exhibits.......... │ [$1,750,000]   │   │
│ Repairs, Renovation, & Major Maintenance Costs....... │ [$0]   │   * Reimbursable │
│   │   │TOTAL OTHER COST   │
│ TOTAL BASE PROJECT COSTS............................. │ [$2,644,000]   │ [$0]   │
└────────────────────────────────────┘   └──────────────────┘

[Save Your Changes]   [Return to Main Menu]

New/Renovated Building Construction Costs – As previously described on the Overview screen, here you would enter the square feet and estimated cost per square foot. The system will calculate the building cost for you. If your renovation project does not entail a square footage value, return to the Overview tab screen and request the project as "Major Maintenance or Repair".

Built-in Equipment – Enter the total value of built in equipment in the total box under "Itemized Costs".

Architectural, Engineering, and Contingency Fees – Enter both the total amount of these fees, and the percentage of this cost as part of the overall project.

Moveable Equipment, Furnishings & Exhibits – Enter this value in the "Itemized Costs" column.

Repairs, Renovations, & Major Maintenance Costs – Enter this value in the "Itemized Costs" column.

Other Costs – Advertising, Land purchase, Surveys, and other costs related to acquisition or purchase of the asset should be entered here.

All Project Costs should be entered as numeric characters.

Method of Finance

Overview	Planning	Description	Costs	**Method of Finance**

Source of Funding: ❓

State	Cash	Federal	Bond Proceeds	Other (specify):		
$2,650,000	$0	$0	$0	$0	**TOTAL:**	$2,650,000

Anticipated Facility Operating Costs

	2007-08	2008-09	2009-10	2010-11
Personal Services	$496,020	$508,148	$508,148	$508,148
Positions	19	19	19	19
Utilities	$72,000	$72,000	$72,000	$72,000
M & O Costs	$195,518	$184,018	$200,000	$200,000
TOTAL	$763,538	$764,166	$780,148	$780,148

Operating Fund Sources

	2007-08	2008-09	2009-10	2010-11
General Revenue	$763,538	$764,166	$780,148	$780,148
Cash	$0	$0	$0	$0
Federal	$0	$0	$0	$0
Special	$0	$0	$0	$0
Other	$0	$0	$0	$0
TOTAL	$763,538	$764,166	$780,148	$780,148

Save Your Changes   **Return to Main Menu**

Source of Funding – Enter the anticipated sources of funding for your project. **General Improvement Funds would be considered State Funds**. The amount of funding entered here should equal or exceed the Total Base Costs + Total Other Costs on the previous screen.

Anticipated Facility Operating Costs – Enter estimated Salaries, Positions, Utilities, and Maintenance & Operating Costs of the facility.
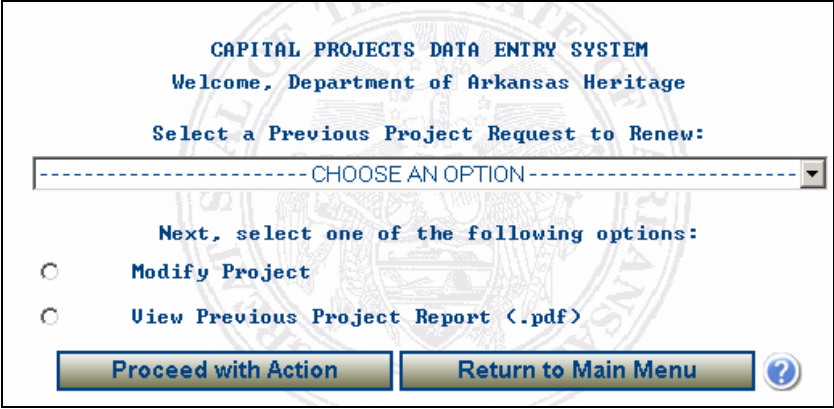
Operating Fund Sources – Enter the sources of funds that will be required to pay for the total Anticipated Facility Operating Costs. Totals must match total amounts in Anticipated Facility Operating Costs.

All Project Financing should be entered as numeric characters.

If you have any questions about entering information onto any of these screens or encounter any obstacles, please save your changes and consult your Budget Analyst for additional instructions. Once you have saved your progress, your analyst will be able to review your project from our office and will be better prepared to assist you.
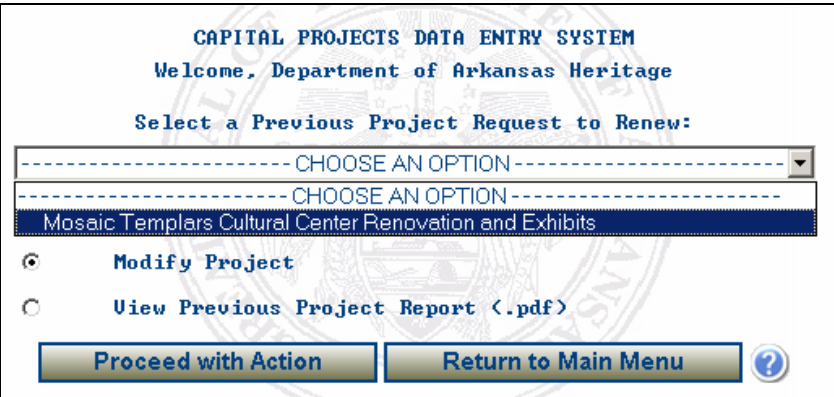
V.   Renew a Previous Project

From the Agency Administration screen, select the pull down option "SELECT THIS OBJECT TO ENTER A NEW OR RENEW A PREVIOUS PROJECT REQUEST". Once you have selected this option, click the button for "Renew a Previous Project", and then click the proceed button. You should see the following screen:

Here, you may review the Project Request screen to make modifications, or review the original project report (Adobe PDF). Provided below is an example:

As you can see, the information that was previously entered displays in the project form. Once you click "Save your Changes", this project will be copied into the new biennium, and will be available for modification from the main screen:

Note: Be sure to double check your entries, especially dates. The project will be copied over "as is", and updates to dates are not performed automatically.

VI.   Modify Project

Project modification is relatively straightforward. You are selecting a project to make changes or to update information. Only the most recently saved versions of projects will be stored, and if you need to delete a project, you must contact your Budget Analyst. Below are two quick screenshots of how project modification works:
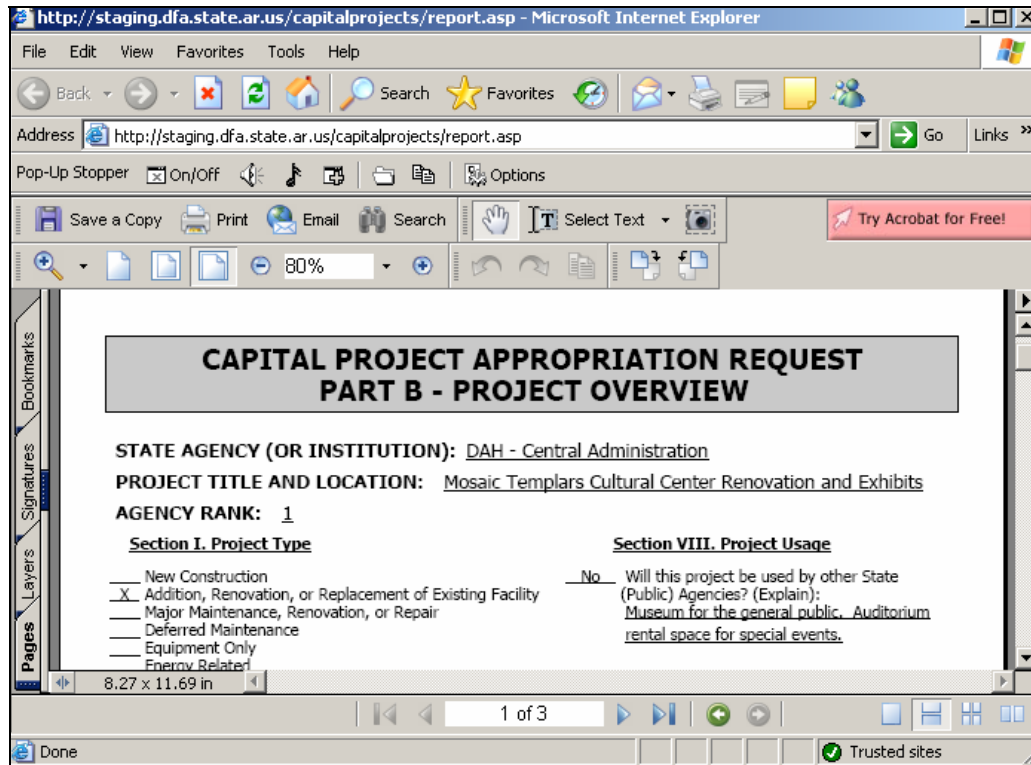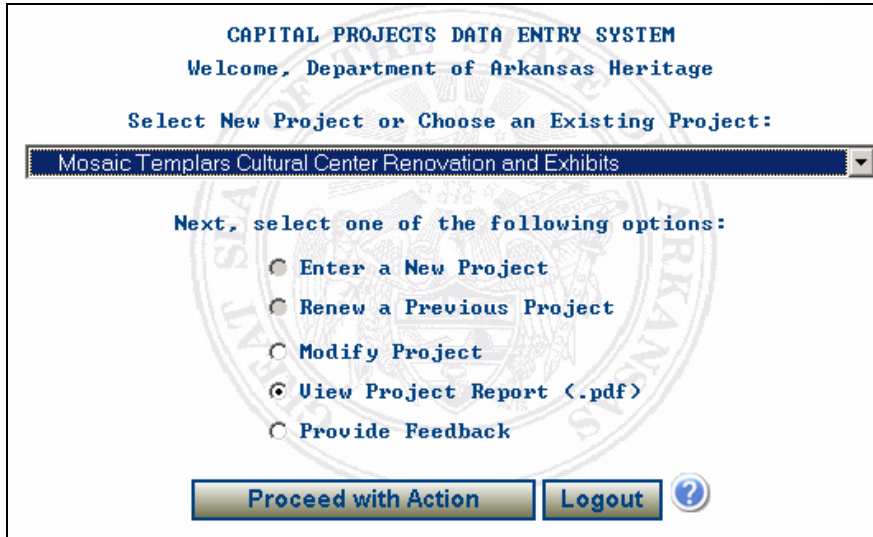

Once you choose to save, your modifications will be updated.

VII. View Project Report

Select the project from the list that you wish to generate the report for, and then choose "View Project Report (pdf)" option. This will generate an Adobe PDF report exactly as it will be presented in the Capital Projects Manual. You may save a copy of the report by clicking the Save button 💾 Save a Copy within the Adobe toolbar.

VIII. Provide Feedback

Finally, there is an option to provide feedback. Our goal as a service agency is to provide users with a convenient, trouble-free experience. Please take a moment once you have completed your requests to let us know what you think and feel free to suggest any features that you would like to see in future updates. We value your feedback and appreciate your suggestions.

AGENCY FEEDBACK: Please rate each of the following areas in regard to this website.

Easy to Use: —

Color Scheme: —

Font Selection: —

Reporting: —

Accessibility: —

Security: —

Comments:
Your comments go here. They will be forwarded to our web designer for consideration in future updates.

Submit Comments